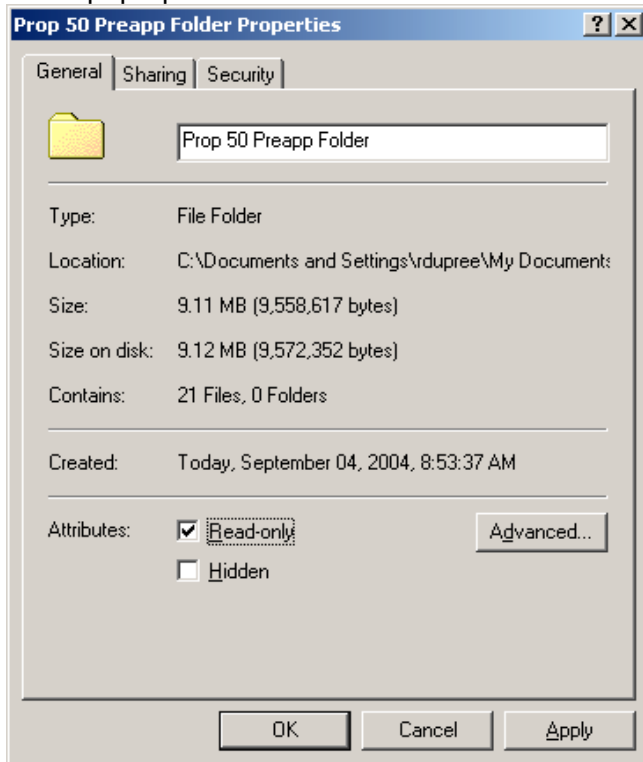
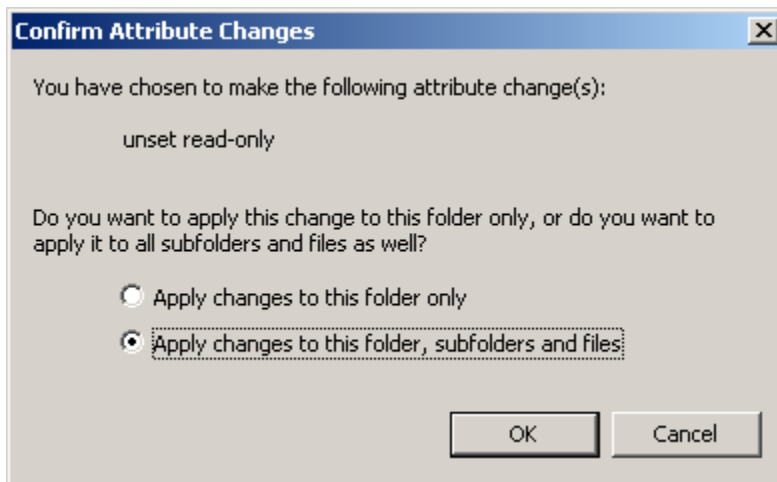


How to Install the “Prop 50 Preapp” Database Software on Your Computer

1. Installing this software will not give your computer a virus, nor will it make it susceptible to one.
2. You can install the program using almost any version of the Microsoft Windows operating system, from Windows 95 to Windows XP. You will need about 10 MB of free space on your hard drive. **You cannot run this program from the CD; you must copy the program to your hard drive.**
3. Load the CD into your CD drive. Double-click “My Computer” on the desktop and then double-click the CD icon named “Prop 50 Preapp CD”.
4. In the resulting window you will see a folder named “for PC”. Double-click the folder to open it. Then you will see a folder named “Prop 50 Preapp Folder”. Copy this folder to any convenient location on your hard drive (see Note 3 below) – it does not have to be in your “Programs” folder. (Right-click “Copy” the folder and then Right-click “Paste” it to your hard drive, or drag and drop it to the location where you want it to go).
5. Once the folder is on your hard drive you can make the program “writable” and edit data in it. To do this, Right-click on the “Prop 50 Preapp Folder” icon, and at the bottom of the pop-up menu click on Preferences. You should then see the dialog box below:



6. **Un-Check** the box labeled “Read only” and then click OK. Next you will see the following dialog box:



Click the radio button "Apply changes to this folder, subfolders and files". Then click OK.

7. Finally, open the folder named "Prop 50 Preapp Folder" on your hard drive and find the file that ends in **.exe** (The file name is **Prop 50 Preapp.exe**). Double-click this file to launch the program.

That's it!

The program will guide you through the process of completing a Pre-Application and submitting it to the Department of Health Services (DHS) via e-mail.

When you are finished using the program, click the "Quit" button.



Quit

Notes:

1. Print and Copy Installation Instructions

Instructions for completing the application are available in the "Instructions" folder on the CD. Instructions can also be downloaded from the DHS web site at <http://www.dhs.ca.gov/ps/ddwem/Prop50> Read and/or print the instructions for the Introduction, Part 1, and Part 2 for your grant program. You should review the entire instructions before starting the pre-application process. You may want to save these instructions to your hard drive.

2. Multiple Pre-Applications Using This Software Program

If you use the same computer to create multiple pre-applications, you must install the software from the CD multiple times. Note that you must install the software into folders with different names. For example, if you are applying for 2 grants, create 2 folders, "Grant 1" and "Grant 2", anywhere on your hard drive. Then install from the CD a copy of the software in "Grant 1" folder, and another copy in "Grant 2" folder. Be sure to follow the installation instructions above for making these folders "writable".

3. **Problem Launching This Software Program**

If you double-click on the executable file, **Prop 50 Preapp.exe**, and the software program does not launch, move the folder, "Prop 50 Preapp Folder", to a new location that is **not** nested more than 4 levels deep in your directory structure. Put the folder in My Documents or on the Desktop, for example.